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General Information:

Q: How do I copy and paste information from my resume into the INET Application?

A: Highlight the information in the resume and press "Ctrl" + "C" to copy the information. Return to the INET App, place your cursor in the box you wish to copy the information into. Press "Ctrl" + "V" to paste the information.

Q: Is the online INET Application the only way to submit an application for Washington State positions?

A: No. Read each job announcement carefully for application instructions. In most cases, you may submit a [paper application](#) in-person or via regular mail. However, if the job allows for online application, you are encouraged to do so, as it offers faster service. If the announcement does not indicate that electronic application is possible, you must apply via the paper process.

Q: What if I don't have a computer?

A: We have computers available for use in applying for positions at our downtown Olympia branch at 600 South Franklin. You may also access computers at your [local WorkSource Center](#), college placement office, or public library.

Q: What if I don't have email?

A: There are several Internet Service Providers that offer [free email accounts](#), with an address you can use to apply for jobs online.

Q: Can I use INET Application from my office computer?

A: Whether or not you can use your office computer to apply for jobs depends on your employer's policy. Contact your employer's personnel office for information on whether or not this is acceptable.

Q: When exactly do jobs close?

A: INET Application recruitments are open continuously. Other recruitment announcements have a closing date listed on the announcement. Pay special attention to the closing date of the announcement; applications must be postmarked by the closing date.

Q: I am not a United States citizen. Can I apply for jobs with the State?

A: If you are eligible to work in the United States, you can. For more information about citizenship requirements or work authorization permits in United States, visit the [Immigration and Naturalization Service](#). U.S. citizens living in other countries, naturalized U.S. citizens and any individuals who can prove dual U.S. citizenship may apply for and be considered for positions.

Q: Have you considered the impact on diversity and on groups who are less likely to have computers?

A: With Internet access available at [local WorkSource Centers](#), college placement offices, and public libraries, most people can apply using the INET Application system. If not, paper applications are also accepted.

We are seeing a huge increase in the total number of applicants, including a large number of diverse candidates. Our Recruitment Teams are actively recruiting through job fairs throughout the state and around the nation. These efforts to increase our visibility to the general public are dramatically increasing, rather than diminishing, applicant diversity.

Q: What if I need help applying?

A: Contact information is provided at the bottom of each job announcement. If you are a person with a disability who needs assistance in the application or testing process, or need the announcement or application in an alternative format, call 360.664.1960 / 360.664.6211 (TTY).

Q: Is the hiring manager obligated to interview all best-qualified applicants?

A: No. The hiring manager is free to decide who will be interviewed for the vacancy in accordance with the Washington State Merit System Rules. Some state agencies have internal policies that further define who must be interviewed.

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Passwords, ID's and Logging In:

Q: What if I forget my password?

A: Click on "[Click here](#)" under "Did you forget your password?" in the login box. You will then need to enter your email address and click "[Submit](#)" to get the clue you provided on your original visit. (See Figure 2) If you still can't remember your password you can have your password emailed to you. (See Figure 3)

Q: What if I forget my email address?

A: Contact the [Department of Personnel](#) to be reminded of the email address you provided.

Q: I tried to login using my email address and it doesn't work.

A: Make sure you are logging in with the correct address. If you have more than one email address, make sure that you are using the address that you entered when you registered with the system. You need to use the same address every time you log on – regardless of your location when you access the INET Application.

If you have changed Internet providers: Log in using you old email address. Once inside the system, update your email address.

Q: Is it possible to have multiple identities or more than one email address in INET Application?

A: No. Your Social Security Number, your email address, and the password that you entered in the registration process identify you in the INET Application System. You can only create one account using your email address or Social Security Number.

Q: What if I submit false information?

A: The INET Application is an official job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from State employment, or for dismissal after you begin work.

Q: I'm uncomfortable using my Social Security Number. Is there any way I can fill out an application without it?

A: Disclosure of your SSN is voluntary. However, your SSN is required to apply for State of Washington jobs over the Internet. Social Security Numbers (SSNs) are used to match individuals with their application and examination file.

We have taken every precaution to protect the information being sent over the Internet. The INET Web site is secure and fully encrypted. Your Social Security Number cannot be accessed by anyone who is not directly involved in the hiring process.

If you choose not to provide your Social Security number, you must apply using the paper application process.

Q: This is the first time I have ever registered in INET Application and the system is telling me that someone already registered with my Social Security Number. How could this be?

A: Please check to ensure you entered your SSN correctly. The Social Security Administration does not issue the same numbers to different people. If it has been entered correctly and you still can't access the system, call us at 360.664.1970. We will work with you to determine what

has happened. Once the issue is resolved, you will be able to complete the application process.

Q: I don't understand why the system won't let me in.

A: You must build your profile in the INET Application before you can apply for jobs. You also must create a password that is at least six to eight characters long and type it twice.

If this is your first visit: Click "Create Applicant Profile Now" to begin building your profile.

If you are a return visitor: Enter your email address and password in the blue "Returning Applicant" box.

If you have forgotten your password: Request a reminder in the blue "Returning Applicant" box.

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Finding Jobs:

Q: Can I be automatically notified of vacancies as soon as they open?

A: Not at this time. However, we are exploring this feature for the future. At this time, vacant positions are filled from existing registers as they occur, so there is not advance announcement of specific vacancies. However, all recruitment announcements available through the INET Application Systems are open continuously, so you may apply for these jobs at any time.

Q: I simply want to look through the current job openings. Do I have to register and put in all my personal information?

A: The INET Application System deals only with the application part of the process. You can view [current openings](#) without entering the INET System.

Q: What cities do you hire in?

A: Washington State employs people in all 39 counties of the state, with more than half of all positions located in Thurston County (Olympia and vicinity) and King County (Seattle and vicinity).

To get a better idea of where state employees work check out these figures from December, 2001:

<u>County</u>	<u># of Employees</u>
Adams	25
Asotin	65
Benton	532

Chelan	681
Clallam	959
Clark	1649
Columbia	28
Cowlitz	480
Douglas	73
Ferry	21
Franklin	361
Garfield	17
Grant	362
Grays Harbor	838
Island	74
Jefferson	120
King	8084
Kitsap	1034
Kittitas	305
Klickitat	145
Lewis	713
Lincoln	79
Mason	868
Okanogan	216
Pacific	270
Pend Oreille	26
Pierce	7613
San Juan	31
Skagit	548
Skamania	40
Snohomish	2681
Spokane	4916
Stevens	272
Thurston	19304
Wahkiakum	13
Walla Walla	1113
Whatcom	480
Whitman	113
Yakima	2059

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Personal Profile:

Q: What happens if I don't input my profile information?

A: You must provide your basic contact information to complete the application process. Additional information, such as your employment history, education, and veteran's information, is optional. However, we strongly encourage you to provide complete information to increase your chances of finding the right job.

Q: Can I just put my résumé into INET Application?

A: No, this is not a resume scanning system. The information you provide in the profile section is used to generate a candidate profile for the hiring manager.

Q: What information should I put in my profile?

A: You must provide your basic contact information to complete the application process. Additional information, such as your employment history, education, and veteran's information, is optional. However, we strongly encourage you to provide complete information to increase your chances of finding the right job.

Q: Should I include the vacancy number of the job I'm applying for?

A: No. Your profile is automatically attached to every job that you apply for using the INET System. Therefore, the INET Application will match your profile to each recruitment that you apply for.

Q: What if I want to change or update my information?

A: If you need to update information in your profile, click on "Profile" and make changes to the appropriate section(s).

The system saves only one profile at a time, so if you are applying for more than one job in the same time period, only the most recent version will be submitted. Once an application is submitted, your application and profile are frozen and processed. You will not be able to change your application information after submittal until the lockout periods are past. However, you can still update your profile for use in applying for future vacancies.

Q: My job duties description is too long. What can I do?

A: You are limited to 2,000 characters, so be as concise as possible. If you have held more than one job for a single employer, consider listing each job as a separate entry.

Q: The system says it will only accept 2,000 characters on my job duties information. How long is that? Is there a way to get it to accept more?

A: The system accepts 2,000 characters, which is equivalent to about ¾ of a single spaced typed page. If your description is too long, remove any information that is not relevant to the position for which you are applying. If you have held more than one job for a single employer, consider listing each job as a separate entry.

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Applying for Jobs:**Q: Can I submit my application via email?**

A: No. To apply for a job with Washington State you must apply using either the INET Application System or by submitting a paper application either in person or via regular mail. Refer to the job announcement for specific application information.

Q: How do I submit my transcripts or Veterans Preference documents?

A: Unless otherwise stated on the announcement, do not submit these documents. These documents will only be requested from the "best qualified" candidates or those who are scheduled for interview. Usually, Veteran's Preference documents will be provided to the appropriate hiring office when requested. The hiring manager or personnel specialist may request other documentation via email or telephone. However, we reserve the right to ask you to provide these documents upon request.

Q: Are college transcripts required?

A: For occupations with specific coursework required, college transcripts may be required and requested from individuals under consideration for selection. They will be used to verify your qualifications for specific positions and grade levels to which you are applying. They will normally be requested at the time of interview or job offer, but we reserve the right to request these at any time.

Q: Do I have to answer questions for every job I apply for? Some of the announcements have the same questions but different job numbers.

A: You must answer two sets of questions when applying:

1. **Personal information questions:** These cover your basic information and include your name, resume, and demographic information. You only need to answer these questions one time, although you can update your answers at any time.
2. **Vacancy-specific questions:** These are job specific and are used to establish your qualifications for a specific job. You must answer these questions for every vacancy for which you are applying. If you do not answer these questions, you will not be able to submit your application for consideration.

Sometimes there will be several vacancy announcements for one position. We are working to alleviate this duplication. The application process will be even easier and more convenient when these improvements have been completed. We appreciate your patience as we update our system.

Q: What if I don't answer the vacancy-specific questions?

A: You will not be able to submit your application. To be considered, you must answer all of the job-specific questions in the recruitment announcement.

Q: Can I format my answers or use spell-check within the INET Application?

A: No. Text in these responses is free-form, and not rated by the system, but is reviewed by Human Resource staff and hiring officials. There is no time limit for the INET Application recruitments, so you can take your time in answering all questions completely. Your answers are saved and are not reviewed by our staff until you click "Submit". For the best results, we recommend that you carefully review the questions and your responses before you submit your application.

Q: Is there any way I can see which positions I have applied for?

A: The INET Application System tracks all of the applications you have submitted. Log on to view a record of the jobs for which you have applied.

Q. Can I find out my status of these registers?

A. No. Unfortunately, due to the complexity of the candidate certification system, and the quantity and quality of candidates, we are unable to provide specific information about your standing on the registers. For the best exposure on the register(s), broaden the geographic areas in which you will consider employment and review the specific skills and willingness selections you have made.

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The Scoring Process:

Q: How will my application be scored?

A: Your responses to the vacancy-specific questions determine your numerical score, which is calculated by the system as soon as you submit your application.

Q: How long does it take to score my application?

A: You will get your results as soon as you submit your application. However, all scores are subject to audit and modification by Department of Personnel staff if discrepancies are discovered during the audit.

Q: What if someone lies?

A: This is bound to happen in any system or application process. It happened before we started to use INET Application, but was sometimes easier to detect in a long narrative response. The hiring manager, in consultation with the HR Specialists, will determine the best-qualified

candidates, based on a review of the application and the responses to the questions. If anyone misrepresents themselves or their background, it will be discovered through background verification of the information provided in their application and/or during the interview process. If an applicant's answers to the questions seem over-inflated or consistently inaccurate, the HR Specialists will go back to the hiring manager to ensure that the questions used are properly worded to elicit the kind of specific information desired.

If deliberate misrepresentation is apparent, the applicant can be removed from the job lists, removed from certifications, and/or disciplined up to and including termination from employment and disbarment from future employment with Washington State.

Q: If my application is not accepted for a recruitment or if I fail the examination, whom should I contact to find out why?

A: If you are found ineligible for a particular recruitment, you will be notified before logging off the INET Application system. If you feel that this is an error, you may contact Department of Personnel at 360-664-1960 for further explanation.

Q: Does the system score my profile?

A: No. Your score is based on your responses to the vacancy-specific questions. Your profile and any free text responses to the questions will be used to corroborate your answers to the vacancy-specific questions, as well as providing additional information to the personnel specialist and selecting official.

Q: Will I receive my score via email?

A: No. You will get your score through the INET Application system as soon as you submit your application. You can print this screen for your records.

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